

STUDENT SERVICES TRANSCRIPT REQUEST

Please allow 24-48 business hours for Transcript Processing

There is no fee for current students. \$5 fee charged for requests made more than 5 weeks past graduation.

NOTE: Parents and /or Guardians of Students 18 years and older CANNOT Pick Up these Transcripts!

Please request only **MAILED** Transcripts for your student.

DATE RECEIVED:

GRADUATION YEAR:

DATE FEE PAID:

For each transcript request below, please indicate whether or not you would like to have it mailed to your home address, pick it up, or sent to the college.

STUDENT INFORMATION (Please Print Clearly)

Student Name:

DATE OF BIRTH:

Student #

TRANSCRIPT # 1 INSTRUCTIONS

Type of transcript: Official Unofficial

Mail to: College PLEASE PROVIDE COLLEGE NAME

Home AND ADDRESS OR IF MAILING HOME,

Pick up PROVIDE YOUR HOME ADDRESS

**Note: Some transcripts can be sent electronically if the option is available, we will utilize that option*

TRANSCRIPT # 2 INSTRUCTIONS

Type of transcript: Official Unofficial

Mail to: College PLEASE PROVIDE COLLEGE NAME

Home AND ADDRESS OR IF MAILING HOME,

Pick up PROVIDE YOUR HOME ADDRESS

**Note: Some transcripts can be sent electronically if the option is available, we will utilize that option*

TRANSCRIPT # 3 INSTRUCTIONS

Type of transcript: Official Unofficial

Mail to: College PLEASE PROVIDE COLLEGE NAME

Home AND ADDRESS OR IF MAILING HOME,

Pick up PROVIDE YOUR HOME ADDRESS

**Note: Some transcripts can be sent electronically if the option is available, we will utilize that option*

TRANSCRIPT # 4 INSTRUCTIONS

Type of transcript: Official Unofficial

Mail to: College PLEASE PROVIDE COLLEGE NAME

Home AND ADDRESS OR IF MAILING HOME,

Pick up PROVIDE YOUR HOME ADDRESS

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